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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Division
Attn : Vital Materials Officer

DATE: 1 September 1954

FROM : Area Records Officer

SUBJECT: Numbering System for Vital Materials for OTR

Reference: Our memorandum dated 2 August 1954; subject: Numbering System
for Vital Materials for the Office of Training.

1. As a result of our conversation of 1 September 1954, the following listing with your recommendations is being submitted as a numbering system for vital materials for OTR.

Office of Training (Director) 1100
a. Notices and Regulations
b. General
c. Deputy Director of Training

Plans and Research Staff 1120
a. Plans Branch
b. Research Branch

Assessment and Evaluation Staff 1130
a. Assessment Branch
b. Evaluation Branch
c. Research Branch

Administrative Staff 1140
a. Junior Officer's Training
b. [REDACTED]
c. Administrative Branch
d. Training Support Branch

Basic Training School 1150

Intelligence Training School 1160

Operations Training School 1170
a. Headquarters Training
b. Covert Training
c. Field Training

Language/Area Training School 1180

25X1A6a

25X1A9a